

**U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Recruiting Bulletin**

**ISSUE DATE: SEPTEMBER 5, 2008**

**RECRUITING BULLETIN NO. AMR 2699-04**

**CLOSING DATE: DECEMBER 31, 2008**

**THOSE WHO PREVIOUSLY APPLIED ON ASSISTANT MANAGER FOR RECRUITING (AMR) BULLETIN NUMBERS 2613-08-03; 2616-08-03; 2617-08-03; 2622-08-03; 2625-08-03; 2631-08-03; 2635-08-03; 2636-08-03; 2638-08-03; 2644-08-03; AND 2645-08-03, NEED NOT REAPPLY. YOUR APPLICATION WILL BE BROUGHT FORWARD TO THIS BULLETIN.**

**APPLICATIONS WILL BE REFERRED TO THE SELECTING OFFICIAL, AS VACANCIES OCCUR, UNTIL THE CLOSING DATE OF DECEMBER 31, 2008.**

**POSITION TITLE: ASSISTANT MANAGER FOR RECRUITING (AMR)**

The Kansas City Regional Census Center invites all interested applicants to apply for our Early Local Census Office management positions. Working with the 2010 Census is a unique opportunity to be part of something exciting and challenging that will shape our nation's future. The Census is truly about people. People – not just technology or procedures – are the keys to our success.

The official Census of the United States is taken every 10 years, and therefore called a Decennial Census. Our mission is to count *all* people regardless of citizenship or legal residency status. The primary purpose of the Decennial Census is to “provide population counts needed to apportion the seats in the U.S. House of Representatives among states.” In addition, more than \$300 billion in federal funds is awarded to states and local communities each year based on census data, which is more than \$3 trillion over a 10-year period.

**We will be opening Early Local Census Offices (ELCOs) throughout our six-state region in October 2008 in the locations listed below\*. The ELCO is staffed by one Local Census Office Manager (LCOM) and five Assistant Managers in the following areas: Field Operations (AMFO); Recruiting (AMR); Quality Assurance (AMQA); Administration (AMA); and Technology (AMT). Separate Recruiting Bulletins are issued for each of these positions and are posted on our website at <http://www.census.gov/rokan/www/empty.html>**

**DUTY STATION: MULTIPLE LOCATIONS\* – SEE LIST BELOW**

**PAY RATE: VARIES BY LOCATION\* – SEE LIST BELOW**

**PAYMENT OF RELOCATION EXPENSES IS NOT AUTHORIZED.**

**WHO MAY APPLY: All Qualified U.S. Citizens**

**\*LOCATIONS and Hourly Salary:** Little Rock, AR \$17.00; Cedar Rapids, IA \$17.00; Des Moines, IA \$18.00; Duluth, MN \$15.75; Topeka, KS \$17.25; St. Paul, MN \$21.25; Kansas City, MO \$19.50; Springfield, MO \$14.75; St. Louis, MO \$21.25; Oklahoma City, OK \$18.50; and Tulsa, OK \$18.00.

**Multiple locations are covered by this bulletin. Applicants must clearly indicate the location they are applying for and submit a separate application package for each geographic location. Failure to do so will result in loss of consideration.**

**DUTIES:** Responsible for the management and supervision of the recruitment and testing of applicants to fill ELCO/LCO positions. Prepares an ELCO/LCO recruiting plan to ensure that staffing needs are met for all field and office positions. Implements and evaluates the recruiting plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the ELCO/LCO to ensure a locally representative workforce of census employees. Assists the Local Census Office Manager (LCOM) to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts. Maintains liaison with organizations that refer applicants and other employment sources. Recruits, selects, and trains Recruiting Assistants, Office Operations Supervisors, and Clerks responsible for scheduling and conducting employment tests of applicants indigenous to the ELCO/LCO operations area. Monitors the applicant pool to ensure that it contains sufficient numbers of qualified applicants to fill all field and office positions in all geographic areas of the ELCO/LCO.

**QUALIFICATIONS:** To qualify for the Assistant Manager for Recruiting position, all applicants MUST:

- 1) **Be 18 or older to be hired.**
- 2) **Pass a written management test; and**
- 3) **Have at least the minimum experience** in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Assistant Manager for Recruiting. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

**HOW TO APPLY:** Each applicant must:

1. **Take a test for the position.** Call our toll-free number 1-888-340-7525, to be scheduled for the employment test. This test is designed to measure managerial skills and abilities which are relevant to supervisory positions. It consists of 29 multiple-choice items, and applicants will be allowed one hour to complete the test. If you do not pass the test, you may re-take it.
2. **Submit an Application: The following formats may be used:**
  - a. **Optional Application for Federal Employment (OF-612), OR**
  - b. **A resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying. Your resume must contain the following information in order to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information will result in loss of consideration.
    - Recruiting Bulletin number, title, and lowest pay acceptable.
    - Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
    - Social Security number
    - Country of citizenship (**this Federal job requires U.S. citizenship**).
    - Veteran’s Preference – Applicants claiming 10-point veterans preference must submit an SF-15, Application for 10-Point Veteran’s Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or

Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).

- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university. To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointment should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 1-888-340-7525.

**3. Each applicant must submit the attached form with answers to the Evaluation Criteria Statement for the AMR Position. In order to expedite your application process, please follow the instructions in Option #2 in Column B on the Evaluation Criteria Statement.**

**4. Complete a Declaration for Federal Employment (OF-306)** to determine your suitability for Federal employment and to authorize a background investigation [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)

You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

Send all application information to:

**Bureau of the Census, Kansas City Regional Census Center  
2001 NE 46<sup>th</sup> Street  
Kansas City, MO 64116  
ATTN: Admin Dept.**

**OR via email to: [kansas\\_city\\_2010\\_HR@census.gov](mailto:kansas_city_2010_HR@census.gov)  
Subject Line: LCO Application**

**For further information on this vacancy you may contact the  
Recruiting Department on 1-888-340-7525.**

**CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THE CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

**EVALUATION CRITERIA STATEMENT FOR  
ASSISTANT MANAGER FOR RECRUITING**

COLUMN A	COLUMN B
<p><b>Applicants are <u>required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</b></p>	<p><b>Applicants are also required to complete the following.</b></p> <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <b><u>OR</u></b></li> <li>2. <b>Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment.</b></li> </ol>
<p><b>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</b></p> <ol style="list-style-type: none"> <li>a. I have managed a geographically dispersed team of recruiters that included <b><u>all</u></b> of the following: a) managing at least <b>two</b> levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included <b><u>all</u></b> of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.</li> <li>b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included <b><u>some</u></b> of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.</li> <li>c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead <b><u>or</u></b> I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for <b><u>some</u></b> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</li> <li>d. My experience is less than what is described above.</li> </ol>	<p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p>
<p><b>2. Please select the answer that best describes your experience maintaining effective relationships with the local news media, community leaders, and organizations, and/or local governments' officials in order to promote community assistance in finding applicants.</b></p> <ol style="list-style-type: none"> <li>a. I have experience at the executive level building and maintaining strong relationships with <b><u>all</u></b> of the following groups to find and encourage applicants: community based organizations, volunteer organizations, and government entities. I have experience managing vacancy announcements and postings in local media for an entire organization.</li> </ol>	<p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p>

**EVALUATION CRITERIA STATEMENT FOR  
ASSISTANT MANAGER FOR RECRUITING**

COLUMN A	COLUMN B
<ul style="list-style-type: none"> <li>b. I have experience building and maintaining strong relationships with <b>some</b> of the following groups: community based organizations, volunteer organizations, and government entities but not at a senior level. I have experience posting job vacancy announcements via media outlets.</li> <li>c. I have experience collaborating with other groups <b>or</b> being responsible for the soliciting of applicants via media outlets.</li> <li>d. My experience is less than what is described above.</li> </ul>	
<p><b>3. Please select the answer that best describes your experience preparing and presenting recruitment talks and formal speeches to moderate sized or larger groups (over 20 people).</b></p> <ul style="list-style-type: none"> <li>a. I have experience developing and making oral and written presentations for groups of 20 or more people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences on recruitment topics.</li> <li>b. I have experience developing and making oral and written presentations to groups of fewer than 20 people, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences, but have not used this experience related to recruitment topics.</li> <li>c. I have developed oral and written presentations in the past or developed presentations for a supervisor. However, I have not personally delivered a presentation in front of a group in a professional setting.</li> <li>d. My experience is less than what is described above.</li> </ul>	<p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p>